

How to Document Department Assessment

Departments can document their program level assessment a variety of ways:

- Include reports completed for external agencies such as accrediting bodies (If you are already documenting your work for a grant or special program, you don't need to duplicate that work, just include what you're already doing!)
- Document a discussion during department meetings using Department Meeting Form (linked on sidebar)
- Alternative evidence for assessment discussions: an agenda, minutes, a Zoom recording of a discussion.